

Retention and Classification Report

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Records Officer Kaelyn Anfinson

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AGENCY: Department of Natural Resources

SERIES: 20863

3

TITLE: Annual reports

DATES: 1968-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of the annual reports in documenting activities of the Department of Natural Resources.

AGENCY: Department of Natural Resources

SERIES: 20863

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 63G-2-301 (2008)

AGENCY: Department of Natural Resources

SERIES: 27797

3

TITLE: Committee and board files

DATES: 1997-

ARRANGEMENT:

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 10/07/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after after case file closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed provided no litigation is pending.

AGENCY: Department of Natural Resources

SERIES: 27797

TITLE: Committee and board files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 27839

3

TITLE: Division correspondence

DATES: 1989-

ARRANGEMENT: Alphabetical by name, thereunder chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Natural Resources

SERIES: 27839

TITLE: Division correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 27808

3

TITLE: Governor reports

DATES: 2005-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Reports documenting work productivity of employees or an office.
Includes weekly activity or production reports, monthly activity reports, etc.

RETENTION:

Retain 1 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

AUTHORIZED: 10/28/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Natural Resources

SERIES: 27808

TITLE: Governor reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 10478

3

TITLE: Grievance files

DATES: 1990-

ARRANGEMENT: Alphabetical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews, and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Natural Resources

SERIES: 10478

TITLE: Grievance files

(continued)

PRIMARY CLASSIFICATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Natural Resources

SERIES: 2399

3

TITLE: Ground water technical reports

DATES: 1972-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Natural Resources

SERIES: 2399

TITLE: Ground water technical reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 27800

3

TITLE: Letters of response

DATES: 1989-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 63.

AUTHORIZED: 05/28/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided no litigation is pending.

AGENCY: Department of Natural Resources

SERIES: 27800

TITLE: Letters of response

(continued)

APPRAISAL:

Administrative

The retention is based on the Administrative Correspondence general schedule.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Natural Resources

SERIES: 10477

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 05/27/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Department of Natural Resources

SERIES: 23871

3

TITLE: Personnel records

DATES: 1980-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

All employment history, addresses, social security information, tax withholding information, age/birthdate, all training certificates, all salary actions, job transfers, incentive awards, health/dental enrollment information, and any other personnel related information. Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION:

Retain 65 years after separation or retirement of employee.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AGENCY: Department of Natural Resources

SERIES: 23871

TITLE: Personnel records

(continued)

AUTHORIZED: 06/11/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after separation or retirement of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources

SERIES: 23660

3

TITLE: Policy and program correspondence

DATES: 1973-

ARRANGEMENT: Alphabetical by subject, thereunder chronological by date.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Natural Resources

SERIES: 23660

TITLE: Policy and program correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Natural Resources

SERIES: 10864

3

TITLE: Position change requests and authorizations

DATES: 1967-

ARRANGEMENT: Alphabetical by division, thereunder chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Documents used to create new positions, abolish old ones and change existing state employee positions. Common name DHRM 9. Formerly called UPM-13's.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 37.

AUTHORIZED: 09/08/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 22899

3

TITLE: Publications

DATES: 1972-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: Department of Natural Resources

SERIES: 22899

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 27753

3

TITLE: Purchase orders

DATES: 1997-

ARRANGEMENT: Numerical by purchase order number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Orders used to document the purchase transaction and to notify the agency of purchase approval.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 9.

AUTHORIZED: 08/22/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after completion of 10 booklets and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Natural Resources

SERIES: 27753

TITLE: Purchase orders

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 2832

3

TITLE: Recruitment files

DATES: 1988-

ARRANGEMENT: Alphabetical by position

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

Correspondence, letters, telegrams, offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/20/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 18 months after hiring decision is made and then transfer to State Records Center. Retain in State Records Center for 18 months and then destroy.

Paper copy: Retain in Office for 1 month after hiring decision is made and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources

SERIES: 27840

1

TITLE: Reports: investigative, court hearings, and complaints

DATES: 1989-

ARRANGEMENT: Alphabetical by name, thereunder chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records in this series include reports and correspondences of cases regarding complaints, court hearings, and investigations. These informational items are kept for reference.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative

AGENCY: Department of Natural Resources

SERIES: 27840

TITLE: Reports: investigative, court hearings, and complaints

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources

SERIES: 2835

3

TITLE: Terminated schedule B employees files

DATES: 1987-

ARRANGEMENT: Alphabetical by employee

ANNUAL ACCUMULATION:

DESCRIPTION:

1988 General Retention Schedule 12:1 (30 years) retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after employee leaves.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 07/16/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until employee leaves and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative

Should be maintained long enough to document any possible retirement issues, but not as a historical record.

AGENCY: Department of Natural Resources

SERIES: 2835

TITLE: Terminated schedule B employees files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Natural Resources

SERIES: 27798

3

TITLE: Travel and reimbursements

DATES: 2001-

ARRANGEMENT:

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 44.

AUTHORIZED: 10/07/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case file closes and then destroy provided no litigation is pending.

APPRAISAL:

Administrative

AGENCY: Department of Natural Resources

SERIES: 27798

TITLE: Travel and reimbursements

(continued)

PRIMARY CLASSIFICATION:

Public